

J-4  
14

3/7/88

Mr. Clark:

Re: Special Agent Transfer Unit (SATU)

Attached are two computer printouts utilized by SATU to monitor/address field-wide staffing needs. The Target Staffing Level (TSL) of each field office is set annually by upper management and SATU's objective is to staff all field offices with an equitable number of experienced Agents. All Agents are required to be assigned to a major field office during their career. Due to variables which change continuously, e.g., TSL, separations, promotions, changes in staffing needs, changes in personal preferences, the transfer policy is purposely flexible.

Larry J. McCormick